

Be In Demand

Computer Skills Training

Looking for Great Job Opportunities
with an Excellent Salary Potential?

INTRODUCTION TO COMPUTERS

Knowing how to use a computer in today's workplace is a necessity. The more computer skills you have, the more desirable and valuable you are to potential employers. This two week course will provide participants with a basic overview of how computers operate, an introduction to the most commonly used business software applications, and an understanding of how to navigate the Internet.

Two Week Program Includes:

- 40 hours of classroom training
- Fundamentals of computer operating systems and application software
- Overview of Microsoft Word, Powerpoint, and Excel
- Introduction to navigating the Internet

Desired Candidate Should:

- Be 18 years of age or over
- Ability to commit to a two week program

Classes are on-going and held at:
LONG BEACH CITY COLLEGE
4901 E. Carson Street
Long Beach, CA 90808

**To find out more about this training or when the next class begins,
please see a Program Specialist.**

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To request a reasonable accommodation, please call 562.570.3738 or TTY 562.570.4629 at least 72 hours prior to event.